

## 5.1 EVALUATE JOB OFFERS

### What to Know

You have had several interviews and have scheduled one or two more. The phone rings and it is the Human Resource Manager at the first company where you interviewed. It is a job offer! You think to yourself, finally! But, just when you begin to say “When can I start?” the words stick in your throat. Suddenly, you are not sure you are making the right decision. Do you accept the offer? Is this job your first choice? Is something else likely to come along? How can you make a decision?

There are several ways to evaluate job offers. Perhaps the simplest is to list all the pros and cons and see which list is longer.

As you evaluate the offer, keep in mind the things that are important to you about your lifestyle. Refer back to section 1 where you determined your Work Preferences and Work-Related Values. This may help you make a decision. Compare how well the job matches your preferences and values. A sample of how to conduct this comparison follows.

Remember that your family is affected by job decisions, so include them in the decision-making process.

### What to Do

When considering a job offer, consider the major factors, such as:

- work environment;
- location and commute;
- potential/growth/job security;
- salary and benefits package; and
- type of work: full-time/part-time, temporary/permanent/contractor.

Talk to your family and close friends about the options you are considering. You will often get a new perspective on your decision by discussing it with someone else.

## JOB EVALUATION FACTORS

### The Industry

- Interest in the industry (Is this a field where I would like to build a career?)
- Potential for long-term growth (Is this an industry that is growing?)

### The Position

- Work duties (Do the duties of the job interest me and use my skills?)
- Potential for advancement (What opportunities are available?)
- Position level (Where is the job in the organization? To whom do I report?)
- Wages/benefits (Do they meet my needs?) See following page.
- Hours (Do I consider them reasonable?)
- Working conditions (What are the company's expectations and work style?)
- Quality of job (How long has the position been open and why is it open?)
- Travel requirements (How much would I have to travel?)

### The Company

- Growth potential (How has the company performed over the last several years?)
- Planned expansion (What plans exist and how do they fit with the economy?)
- Success (What are the company's debt/profit ratio and other indicators of success?)
- Reputation (What is the company's reputation in the industry and with its employees?)
- Management team (What is the tenure, growth, and origin of the management team?)

### Your Supervisors

- Skills (What are the supervisors' training and previous work experience?)
- Organizational position (Who do the supervisors report to and how long have they been in their jobs?)
- Interaction/expectation (How well do I think I can work with the supervisor?)

### Environmental Concerns

- Geographic location (Is the job someplace I would like to live?)
- Area factors (Am I comfortable with the traffic, growth, cost of living, crime rate, etc.?)
- Housing (Is affordable housing available and to my liking?)
- Recreation (Are recreation opportunities available and within reason?)
- Schools (Are good schools available for my children, spouse, and self?)

## POSSIBLE BENEFITS COMPANIES MIGHT NEGOTIATE

### **Paid Vacations**

- 10 to 14 days after a year of employment
- 15 days or more after a year of employment
- 15 days or more after five years of employment

### **Health Insurance**

- Full/partial employer contribution
- Dependent coverage fully paid by employer
- Coverage includes:
  - Vision care
  - Dental care
  - Counseling/Mental health care

### **Paid Sick Leave**

- Provided
- Carry-over of unused days permitted

### **Paid Life Insurance**

- At least two times annual salary (for coverage based on earnings)
- At least \$15,000 (for coverage based on flat dollar amount)

### **Savings and Profit Sharing**

- Savings/thrift plans
- Cash profit sharing
- Deferred profit sharing
- Cash and deferred profit sharing

### **Pension Plan (Defined Benefit) Provided**

- 401K, 403B or other tax-deferred retirement savings plans
- Association, professional or union plans
- Mutual fund retirement plans

### **Other Benefits**

- Full or partial relocation allowance
- Full or partial reimbursement for education expenses
- Financial or legal counseling
- Child care
- Long-term incentive plans (stock options)
- Paid phone bill, calling card
- Computer
- Expense account
- Credit card
- Flex time
- Telecommuting
- Flexible spending accounts
- Cellular phone
- Cars provided for executives, sales people or managers who must travel
- Bonuses

## HOURLY WAGE CHART

Dollars Per Hour	40 Hours Per Week	Monthly Income	Annual Income
\$6.00	\$240	\$1,040	\$12,480
\$7.00	\$280	\$1,213	\$14,560
\$8.00	\$320	\$1,386	\$16,640
\$9.00	\$360	\$1,560	\$18,720
\$10.00	\$400	\$1,733	\$20,800
\$11.00	\$440	\$1,906	\$22,880
\$12.00	\$480	\$2,080	\$24,960
\$13.00	\$520	\$2,253	\$27,040
\$14.00	\$560	\$2,426	\$29,120
\$15.00	\$600	\$2,600	\$31,200
\$16.00	\$640	\$2,773	\$33,280
\$17.00	\$680	\$2,947	\$35,360
\$18.00	\$720	\$3,120	\$37,440
\$19.00	\$760	\$3,293	\$39,520
\$20.00	\$800	\$3,467	\$41,600
\$21.00	\$840	\$3,640	\$43,680
\$22.00	\$880	\$3,813	\$45,760
\$23.00	\$920	\$3,987	\$47,840
\$24.00	\$960	\$4,160	\$49,920
\$25.00	\$1,000	\$4,333	\$52,000
\$26.00	\$1,040	\$4,507	\$54,080
\$27.00	\$1,080	\$4,690	\$56,160
\$28.00	\$1,120	\$4,853	\$58,240
\$29.00	\$1,160	\$5,027	\$60,320
\$30.00	\$1,200	\$5,200	\$62,400
\$31.00	\$1,240	\$5,373	\$64,480
\$32.00	\$1,280	\$5,546	\$66,560

1. Annual income is based on 2,080 hours worked.
2. Monthly income has been calculated by dividing the annual income by 12.